

1719 INITIAL LICENSES	
Chapter: Foster Care Providers	Section: Licensing
	New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: 12-07 Effective Date: September 2012 Scheduled Review Date:
	Approved:  Maggie Bishop, DCYF Director
Related Statute(s): RSA 169-C and RSA 170-E Related Admin Rule(s): Related Federal Regulation(s):	Related Form(s): Alternate W-9, FORM 2104, FORM 2367, and FORM 2369 Bridges' Screen(s) and Attachment(s):

Purpose

This policy outlines procedures followed by staff to issue a foster family care license to applicants once pre-service training is completed, all paperwork has been received, and the "Foster, Adoptive, & Relative Care Home Study" has been completed.

Policy

- I. Once the "Foster/Adoptive/Relative Care Home Study" (Form 2162) has been completed, a record is created, following [Policy Item 1740 Foster Home Record Maintenance](#).
- II. The Resource Worker completes the "Foster Family Care Worksheet" (Form 2367), entering the start and end dates of the initial license. The licensure begins on the date the last required form is received and ends 2 years from the date of the earliest document required for re-licensing.
- III. The record is forwarded to the District Office Supervisor for review and approval.
- IV. Once the record is approved, the foster parent is enrolled as a provider by obtaining the Alternate W-9 and the "Resource Care Enrollment/Change" (Form 2104). See [Policy Item 1850 Enrollment of Providers](#).
- V. The following documents are forwarded to the Foster Care Unit at State Office for review:
 - A. The "Foster Family Care Worksheet" (Form 2367);
 - B. The "Resource Care Enrollment/Change" (Form 2104); and
 - C. The Alternate W-9.
- VI. When the "Foster Family Care License" (Form 2369) is issued from State Office, the original, signed license is sent to the foster parent(s), a copy is filed in the foster home record, and copies are sent to the local fire and health inspectors in compliance with RSA 170-E:33.